



Ascendigo Autism Services, Inc.

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Job Description for: Summer Camp Lake Sports Specialist	As of: 02/05/2020
Reports to: Summer Camp Lake Sport Manager	Section: Ascendigo Adventures
Classification: Summer - Full Time Seasonal	Term: June 7 – August 7

<p>About Ascendigo: Ascendigo is a nonprofit organization that enhances the lives of children and adults living with Autism Spectrum Disorder through outdoor and sports education, adventure camps, community integration and an array of autism focused behavioral health services. We are headquartered in the beautiful Roaring Fork valley of Colorado and provide programming from Aspen to Rifle.</p>
<p>Clinical basis: Ascendigo, welcomes people ages 5 and up with Autism Spectrum Disorder, including classic Autism, Pervasive Developmental Disorder, Not Otherwise Specified (PDD-NOS), Asperger's and related diagnoses. Our skills trainers and sports specialists use positive reinforcement across our behavioral services, educational, and sports programming based on a clinical modality based on the Denver model - a Naturalistic Development Behavioral Intervention. Clinical services, oversight and ongoing staff training are under the auspices renowned autism expert Diane Osaki and her group, as well as our in-house Board-Certified Behavioral Analyst.</p>
<p>Adventure Camps: Participants of any athletic ability can succeed. We pride ourselves in ensuring progress in our sports while having lots of fun. Current sports and outdoor programming include summer, fall and winter camps and individualized services. We continually seek to expand our offerings. Camp activities include hiking, climbing, river rafting, lake & boating sports, biking (mountain & road), horseback riding - as well as winter skiing and snowboarding at Aspen/Snowmass.</p>
<p>Behavioral Intervention Services: Community integration and behavioral health activities include our Adult Enrichment programs serving the RF valley out of Carbondale, and upcoming programming for school age children.</p>

General Staff Requirements: All our staff help to ensure that our programs and services contribute to our mission, reflect the organization's priorities, and meet the expectations and needs of the families we serve, our donors and the Board of Directors. Each staff member should act in a professional manner, exhibit behavior to the general public and our families, which reflects positively on our organization, and be respectful of our participants, their families, and other staff. A sense of responsibility, and concern for confidentiality are expected. We value and like working with people on the autism spectrum and are rewarded by their success in our programs – we are looking for staff that feel the same.

Hiring and continued employment is contingent upon the following:

- Compliance with all Ascendigo licensing requirements relevant to your position.
- Compliance with good practice standards of care for special needs children and adults.
- Compliance with Ascendigo written professional standards and Ascendigo policies and procedures, including a no alcohol/no drug policy while on duty or at any time when present at an Ascendigo managed facility or activity.
- Three positive character references, clean criminal background checks, clearance to work at Ascendigo by your healthcare professional, and agreement to abide by the Ascendigo Employee Handbook.
- Completion of any required online learning modules prior to arrival.
- Successful completion of the Ascendigo hosted prerequisite trainings required for the program in which you will be hired. Depending on the program, this will include some combination of CPR/First Aid, sports proficiency training, autism training, and local terrain orientation.
- Adequately carrying out the job responsibilities outlined herein.

Confidentiality: In the course of performing and fulfilling your duties, you may have access to and/or be entrusted with confidential information concerning Ascendigo, its donors, or its participants and their families. You agree that you will not disclose any such confidential information to any outside party, except as required in the normal course of your engagement. You will take all reasonable precautions necessary to secure Ascendigo's materials, electronic, intellectual and otherwise, and to protect the privacy of employees, volunteers, campers and their families, and donors.

Program Staff Requirements: Program staff, which includes all staff with direct client contact, will work under the direction of Ascendigo management as well as both our in-house and consulting behavioral health professionals. We expect our staff to create and maintain a positive learning environment and to prioritize the health, safety and comfort of our participants - use good judgment and ask for help when needed. Program staff will be asked to attend several staff meetings each week and to be available to Ascendigo management for ongoing discussions and feedback. We ask the program staff to maintain open lines of communication with parents and families. In many ways, you are in the guest services business and this means the highest level of guest service and satisfaction is expected.

Job Summary:

The Lake Sport Specialist (LSS) reports to the Lake Sport Manager (LSM). The LSS along with the LSM are required to ensure that our programs and services contribute to our mission, reflect the organization's priorities, and meets the expectations and needs of the families we serve, donor and the Board of Directors. The LSS is responsible for: supervision of the athletes participating in the Lake program, ensuring that all measures of safety are strictly abided by, instruction of various water sports while focusing on progress, and proper recording of data. The specifics of the LSS's duties may be modified by the LSM as seen fit in order to ensure the viability of Ascendigo and fulfillment of its mission.

Salary range is based on relevant experience, education, years at Ascendigo, relevant certifications, and availability.

Essential Job Functions & Qualifications:

- Passion for Ascendigo's Mission
- Boating and towed water sports experience a must
- Experience working with individuals with disabilities preferred
- Valid Colorado or U.S Driver's license with clean driving history
- At least 18 years of age
- Work directly with clients during the season and other specified programs as needed
- Attend necessary workshops, events and training seminars
- Make sure intake information is properly assessed and progression plans are made; make sure camper supports are prepared and in place
- Make sure families are receiving the communication they need during camp sessions, including the critical end of camp debriefing and documentation on experience and gains at camp, so that families see the value of what Ascendigo does.
- Work with LSM to coordinate logistics for the Lake program, including interfacing with facility staff and other Ascendigo staff and coordinating necessary equipment procurement, maintenance, and daily set up/break down
- Assist with day-to-day program operations and facilitate program delivery to maintain or improve quality
- Document and make recommendations on current operations for use in subsequent years
- Adhere to risk management procedures
- Report and discuss program plans and updates with the LSM
- Establish policies, procedures and safety guidelines for the Lake program. Identify program policies and procedures that should be revised and recommend changes to the LSM as appropriate
- Effectively instruct participants with ASD
- Ability to present information and respond to questions from supervisors, co-workers, volunteers, parents, campers, donors, and general public
- Ability to observe participant behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity
- Excellent situational awareness
- Ability and consistent willingness to work as a "team" member
- Enthusiastic, dependable and a sense of humor
- Willing to follow direction and take initiative

- Even-tempered and able to adjust tasks in accordance with changing priorities

Sports Qualifications:

- Be able to instruct a variety of water sports skills appropriate to the needs and progression of the participant:
 - Use proper communication and language to achieve the most success with a participant
 - Be competent at the sports we offer within the Lake program:
 - Wakeboarding, waterskiing, wake surfing, knee boarding, tubing
 - Understand the rules, terminology, and hand signals used in boating and towed water sports
 - Have the confidence, strength, and balance to work on and off of the swim platform
 - Have knowledge and experience with how to effectively use a boom
- Possess or be able to obtain a lifeguard certification, CPR/First Aid Certification, Med Administration, Universal Precautions, Mandatory Child Abuse Reporter trainings
- Have the boating knowledge to implement rules from a boater safety course
- Be competent with and know how to tie/attach these ropes: surf rope, wakeboard rope, dock tie rope
- Be able to supervise participants in our Lake program. Understanding situational awareness and the risks involved working and being in and around a lake with other moving vessels
- Be able to effectively teach basic water skills, including to but not limited to proper use of life jackets and safety gear, general lake/boating safety, proper swim techniques
- Proper boat care and cleaning skills necessary
- An understanding of teaching progression and data collection for Ascendigo participants

Equipment Used:

- Have basic rope and knot knowledge
- Can choose the appropriate equipment for a specific participant
- Must be able to drive camp van/truck
- Must be able to drive, reverse, and park a trailer
- Possess general boating and boat driving knowledge
- Understanding of general boat maintenance
- Personal cell phone to stay in communication with families and staff

Physical Requirements:

- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist participants in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of participants
- Have the required ability to safely maneuver within the boat and to get in and out of the boat
- Maintain balance while working on the swim platform
- Possess physical ability to safely and effectively dock start while surfing tandem with a participant up to 125 lbs.
- Some physical requirements of the position could be endurance including climbing, standing, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity to manipulate all facets of the activity. Requires normal range of hearing and eyesight to record, prepare and communicate appropriate participant activities/programs and the ability to lift up to 75 lbs.
- Willingness to live in a camp setting and work irregular hours delivering program in the facility available.

- Operate with daily exposure to the sun and heat and varying environmental conditions

